



# **CHIPPEWA COUNTY REQUEST FOR PROPOSALS COST ALLOCATION PLAN**

**ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS**

**April 14, 2015**

**Project Representative:**     **Jim German**  
Chippewa County Administrator  
319 Court St.  
Sault Ste. Marie, MI 49783-2194  
  
Phone: (906) 635-6330  
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## **CHIPPEWA COUNTY NOTICE OF RECEIVING PROPOSALS**

Chippewa County seeks proposals from qualified firms, on a competitive basis, for cost allocation plan services for FY15, FY16 & FY17. Qualified firms may secure a copy of the bid specifications from:

Chippewa County Administrator's Office  
Chippewa County Courthouse  
319 Court Street  
Sault Ste. Marie, MI 49783-2194

Proposals received on or before 3:00 pm Friday, May 1, 2015 will be considered. Chippewa County reserves the right to reject any or all proposals submitted.



# CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

## COST ALLOCATION PLAN

### I. INTRODUCTION

The purpose of this Request for Proposals (RFP) is to provide interested and qualified firms and individuals with sufficient information to enable them to prepare and submit proposals for consideration by the Chippewa County Board of Commissioners as part of its procurement of needed professional/technical services. The selected firm will be expected to provide all required cost allocation plan services for county government.

- A. Bid Submission and Project Representative. Proposals received on or before 3:00 pm on Friday, May 1, 2015, will be considered. Firms must submit a complete, sealed response to this Office. Each firm's proposal shall be sealed and denoted "Cost Allocation Plan." Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Jim German  
Chippewa County Administrator  
319 Court Street  
Sault Ste. Marie, MI 49783-2194

An official authorized to bind the firm to its provisions must sign proposals. The proposal must remain valid for at least one hundred twenty (120) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract.

- B. Right of Refusal. Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.
- C. Disclosure of Proposals. Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.
- D. Independent Price Determination. By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:
1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
  2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and

3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

E. Pricing Decisions. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

F. Insurance Requirements. The successful vendor will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The vendor is responsible for insuring the protection of all persons and property at all times. The successful bidder prior to contract execution must provide documentation of the above insurance. Chippewa County must be included as a separate named insured.

The vendor will be required to furnish the County with appropriate certificates of insurance prior to commencement of any work associated with any contract.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the Chippewa County Controller.

Chippewa County's minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverage, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The vendor will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

- G. County Liability. Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the County.

## **II. INFORMATION, SPECIFICATIONS AND REQUIREMENTS**

- A. All bidders are asked to respond completely to the requirements for performing the cost allocation plan, including all the requirements defined in Michigan IV-D Action Transmittals. Chippewa County desires to enter into a three-year commitment for cost allocation plan services as a result of this RFP. All proposals must include a "not to exceed" fee for each annual plan.
- B. A list of prior governmental work references is required. Identification of staff that would be assigned to Chippewa County and their qualifications / experience are also required.
- C. Working papers prepared during the cost allocation plan must be retained for a minimum of one year. Additionally, working papers may be subject to review by authorized representatives of federal, state, or municipal agencies.
- D. Telephone consultation during the year for various items as needed.
- E. The proposal of the successful bidder, as mutually modified, amended or supplemented shall become a contractual obligation. Failure of the successful bidder to accept these obligations may result in cancellation of any award.
- F. The County may require an oral presentation with some or all firms who submit a proposal. These meetings provide an opportunity for County representatives to ask questions and for selected firms to clarify their respective proposals. The County will schedule these presentations on a mutually acceptable date.
- G. The selected firm will carry out the project under review of the County Administrator or his designee. The Chippewa County Board of Commissioners shall have final authority over all aspects of the County/contractor agreement and project.
- H. The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the County will consider the selected firm to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.

## **III. BID AWARD**

Selection and awarding of the cost allocation plan services bid will be based upon evaluation by the County of the criteria listed above.



# CHIPPEWA COUNTY COST ALLOCATION PLAN SUBMISSION FORM

Company Name \_\_\_\_\_

Official authorized to bind the firm to the provisions of the  
RFQ \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

The undersigned proposes to furnish a cost allocation plan for Chippewa County as outlined in the County's Request for Quote and any attached company proposal for the following cost:

Description	Cost
Annual Cost Allocation Plan Fee FY2015	
FY2016	
FY2017	
<b>TOTAL BID PRICE</b>	<b>\$</b>

A list of any other applicable costs must accompany the submitted bid.

Signature of official authorized to bind the firm to the provisions of the RFQ:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Failure to complete this form may result in elimination from the selection process.  
Proposals must be received on or before 3:00 pm Friday, May 1, 2015 to be considered.**